



**DEPARTMENT OF HISTORIC RESOURCES**

**2801 Kensington Avenue, Richmond, Virginia 23221**

Telephone: (804) 367-2323 Fax: (804) 367-2391

**Application to Propose Placement of a New  
Virginia Historical Highway Marker**

Before completing this application, please read the information below explaining the procedures and guidelines for the marker program. Please note that not all applications will be approved; each must meet the program criteria as outlined below. When completed, this application and accompanying material should be sent to:

**Jennifer R. Loux  
Department of Historic Resources  
2801 Kensington Avenue  
Richmond, VA 23221**

If you have questions, please contact Jennifer Loux at (804) 482-6089 or [Jennifer.Loux@dhr.virginia.gov](mailto:Jennifer.Loux@dhr.virginia.gov).

When filling out this form, please type or print clearly; if additional space is needed, use 8.5 x 11 inch paper. An electronic version of this application is available at [www.dhr.virginia.gov](http://www.dhr.virginia.gov). **Please Note:** All submitted materials become the property of the Department of Historic Resources (DHR) and will not be returned. DHR cannot begin formal review of a marker proposal until a complete application packet is submitted.

Your application packet must include the following items.

1. A completed application form, including documents that verify the accuracy of the information to be presented on the marker;
2. A map labeled to show the location of the historic site described in the marker text and the proposed location of the marker.

Thank you in advance for giving due time and consideration to completing and submitting your application packet. Your interest in Virginia's history is very much appreciated, and we look forward to working with you.

## Marker Criteria

(Approved by the Board of Historic Resources, 8 December 1993; revised 17 March 2016)

The state historical highway marker program commemorates facts, persons, events, and places prominently identified with the history of the nation, state, or region. The text for each proposed marker shall be reviewed and edited by the manager of the marker program and the staff of the Department of Historic Resources and, with the location, shall be approved by the Board of Historic Resources.

No marker shall be erected to commemorate a living person.

In order for an historic event to be eligible for commemoration with a marker, the event must have occurred at least fifty years ago. Likewise, a place or person must have attained its significance at least fifty years ago, although there are exceptions if the event, place, or person is of extraordinary historical significance.

The size and shape of the state marker shall be that presently in use. Only the following shall appear on the marker: the seal of Virginia; identification code; title; text; name of the Department of Historic Resources; and the year the marker was approved.

Markers shall be erected in safe locations, at or close to the places being commemorated, and where they will be visible to the public. When a marker is to be placed in a Virginia Department of Transportation (VDOT) right-of-way, VDOT shall approve the site and install and maintain the marker. When a marker is to be placed in a locality's right-of-way, the local public works department shall approve the site and install and maintain the marker.

### Additional Information about Topic Eligibility

Subjects of primarily local importance are not eligible for state highway markers. Eligibility will be determined by DHR staff and other scholars as necessary. Marker topics will not be presented to the Board of Historic Resources when it is impossible to authenticate or verify the information to the satisfaction of DHR staff.

Buildings, historic districts, archaeological sites, cemeteries, etc., listed on the Virginia Landmarks Register and/or the National Register of Historic Places may qualify if the level of significance is *state* or *national*. Listing a resource on the registers does not automatically qualify it for a highway marker.

**Churches and Cemeteries:** The following types of churches may qualify for state historical markers: (1) colonial churches, (2) emancipation/reconstruction-era churches, (3) churches that were the first of a denomination in a locality, and (4) churches that present significant architectural qualities. Most other churches would more appropriately be noted on a local marker. To qualify for a marker, cemeteries must be listed on the registers for state or national significance or as the final resting place of someone significant in state or national history. Exceptions to any program criteria will be determined on a case-by-case basis by DHR staff.

# Procedure for Developing and Submitting a Marker Topic

## 1. Research and Write the Marker Text.

Research the topic by consulting multiple primary and secondary sources. Write a roughly 100-word text, following the “Highway Marker Writing Style” (see below). It is often helpful to seek assistance from local and regional historical associations and governmental entities in researching and crafting the proposed text. Expect that DHR staff will revise the proposed text to bring it in line with program criteria and writing style.

### Highway Marker Writing Style

To ensure stylistic consistency among state markers, DHR staff will revise and edit draft texts. The goal is to provide as much accurate and interesting information as possible in a limited space. Sponsors can assist us by following these suggestions when writing their drafts.

- Aim for about 100 words, but it is better to be a little too long rather than short in the first draft. Please be aware that a marker’s final text must be limited to 100 words, not exceeding 700 characters (including spaces)
- Spell out numbers less than 10; otherwise, use Arabic numerals (one, two, etc., but 10, 237, 10,000, etc.)
- Do not use honorary titles such as Mr. and Mrs., but do use and abbreviate occupational titles and ranks (the Rev., Col., Maj. Gen., Dr., etc.)
- Use military style for dates; abbreviate months (7 Dec. 1941)
- Do not use commas before or after Jr., Sr., II, etc., (e.g. James Brown Jr. was secretary of the board)
- Write nicknames as follows: Thomas J. "Stonewall" Jackson
- On Civil War subjects, write "Civil War," not "War Between the States." Give an individual's rank at the time of the event being discussed on the marker
- On Seven Years' War subjects, write "Seven Years' War," not "French and Indian War"
- On first use, give a person's full name as he or she used it or as it is best known (e.g. Alexander Graham Bell; Maggie L. Walker), but on subsequent use give only the last name

For advice on writing concisely and vigorously, refer to *The Elements of Style* by William Strunk Jr. and E. B. White. DHR uses the 14th edition of *The Chicago Manual of Style* as its authority on copy style. Markers are intended to present historically accurate information in as objective a fashion as possible. Therefore, markers will not editorialize or assign value judgment to events or people.

Unless there is sufficient documentary evidence to establish authenticity without question, no “firsts” or other superlative terms will be used. As markers are intended to be permanent features of the landscape, please also avoid making observations in the text about current

conditions of buildings or land. The text should be submitted with the understanding that it will likely undergo further editing and revision by DHR staff in consultation with the sponsor or original author.

## **2. Suggest a Suitable Marker Location.**

Be sure in your application to specify the highway route number and the physical site of your proposed location (e.g., U.S. Rte. 11, 0.2 miles south of Virginia Rte. 270). Please mark the location on a street or highway map to be submitted with the application. The site you suggest should be on public land. If the marker is to be installed on private property, the owner must convey an easement allowing the Virginia Department of Transportation (VDOT) access to install and maintain the marker. For markers proposed to stand within VDOT's right-of-way, DHR and VDOT staff will evaluate the proposed location, taking into account traffic safety as well as the site's historic association with the marker subject. Ultimately, VDOT has the final authority to determine the location based primarily on traffic safety. **BE SURE TO NOTE:** If your proposed site lies within the corporate limits of a city or town, or on a secondary road in Henrico County, please see the appendix at the end of this application. You will need to obtain a letter indicating the locality's willingness to install and maintain the marker, as VDOT does not handle markers in those jurisdictions.

## **3. Submit Your Application Packet to DHR for Review.**

Follow the instructions provided in the application for completing it. The Virginia Board of Historic Resources, the body responsible for approving highway markers, convenes in March, June, September, and December. The deadlines for submitting applications for the board's consideration are as follows:

**December 1** for the March board meeting;  
**March 1** for the June board meeting;  
**June 1** for the September board meeting;  
**September 1** for the December board meeting.

**Please Note:** DHR staff will make every attempt to present a marker at the applicant's desired board meeting. However, scheduling depends on the complexity of the subject, the amount of additional research required by DHR staff, and the amount of revision required to the text. DHR cannot guarantee that marker applications submitted by the dates above will necessarily be presented at the subsequent board meeting.

## **4. Work with DHR in Revising or Refining the Marker Text.**

DHR staff will check the factual accuracy of the proposed marker text, conduct additional research if necessary, and edit the text for clarity, brevity, thoroughness, and educational value. Staff will work closely with the sponsor to produce a mutually agreed-upon text. Staff will then send the text to the marker editorial committee, a group of outside scholars who will evaluate the potential marker's historical accuracy, writing style, and level of significance. If the committee accepts the text, DHR staff will present it to the Board of Historic Resources for official approval.

## **5. Await the Final Decision of the Board of Historic Resources.**

DHR will notify the sponsor of the date and time of the quarterly board meeting at which the marker will be presented. The meeting is open to the public, and sponsors may attend. After the meeting, DHR will send the sponsor a copy of the board-approved text. The board has final authority regarding the topics and content of all state markers.

## **6. Meet with the Virginia Department of Transportation or Local Public Works Department.**

If a board-approved marker is to be placed in VDOT's right-of-way, DHR will notify VDOT and ask that a traffic engineer meet with the sponsor to review the proposed site. VDOT is responsible for approving the site and may select another location if the sponsor's choice is unsuitable for traffic safety reasons. VDOT will provide a post and will install the marker at no charge to the sponsor. If a board-approved marker is to be placed within the boundaries of an independent town or city outside VDOT's jurisdiction, DHR and the sponsor will work with the locality's public works department to secure site approval for the marker. For a list of towns and cities that maintain their own roadways, please see the appendix to this application. In some localities, the sponsor could be responsible for paying for a post and/or for the installation of the marker.

### **Criteria for Marker Placement**

#### **Safety**

It is expected that travelers will need to pull off the road to read the marker, and then reenter the highway; they must be able to do so conveniently and safely. Markers must be placed so that they do not block drivers' lines of sight when making turns or create traffic hazards when travelers stop to read the marker.

Markers also must be placed where they are least likely to be struck by motor vehicles or otherwise endanger motorists or the markers. Curves, industrial or commercial intersections, congested areas, and similar hazardous places should be avoided.

#### **Accessibility**

Ideally, the marker should be placed as close as possible to the site it commemorates. Sometimes, however, because of traffic conditions, the remoteness of the site, or other reasons, the marker must be placed some distance away. The marker should be placed in a safe but relatively high-traffic area, so that it can be accessed by the largest possible number of travelers. Given the choice between a secondary road and a primary road, the marker will be placed on a primary road if both locations are equally safe. Markers are not permitted on interstate or other limited access highways, except in safety rest areas or at welcome centers.

#### **Cost efficiency**

It is more cost effective to place the marker at an existing turnout or wide shoulder than it is to construct a new one. VDOT will not construct a pull-off area to accommodate a new marker. In some cases, this consideration may result in a marker's placement at a site other than the one requested by the sponsor.

**Placement on private property**

State markers are usually placed in VDOT rights-of-way or on public property in independent localities. Under special circumstances they may be placed in an easement on private property.

**7. Pay for the Manufacture of the Marker.**

DHR will order the marker from the foundry, Sewah Studios. The foundry will bill the sponsoring organization directly at the time the marker is shipped to the appropriate VDOT district office or local public works department. Markers currently cost \$1,630, including shipping, and the foundry only accepts checks or money orders in payment. In certain localities the sponsor may be responsible for covering the expenses associated with installing a marker, such as purchasing a post (available from the foundry for \$175). The marker is the property of the Commonwealth of Virginia. The name of the sponsoring individual or organization cannot be included on the marker. The marker is silver-painted cast aluminum with black uppercase and lowercase letters and is approximately 42 by 40 inches. The text appears on both sides of the marker.

**8. Hold an Unveiling Ceremony.**

The schedule for ordering and manufacturing markers is determined by a number of variable factors including the work load of DHR and VDOT, as well as manufacturing and shipping delays arising at the foundry; thus, DHR cannot be held responsible for meeting local deadlines for any planned dedication event. For that reason, if a sponsoring organization or individual wishes to hold an unveiling ceremony, DHR should be notified and consulted well in advance about the schedule. The sponsor should not set a date for a ceremony until DHR and the foundry can confirm a realistic shipping date for the marker. DHR also asks that it be included in the dedication ceremony so that one of our representatives can attend and make a few brief remarks. DHR, in consultation with the sponsor, will send out a press release to local media announcing the marker ceremony.

## Virginia Department of Historic Resources Historical Highway Marker Required Information

This information form is designed to provide the Virginia Department of Historic Resources with the data necessary to evaluate a potential marker topic.

<b>Proposed Marker Topic:</b>
<b>Proposed Physical Location of Marker</b> (Please attach a map showing the proposed location for the marker. Please review step two in the instructions above for guidance on determining an appropriate site.)  <b>Physical address</b> (e.g., 2801 Kensington Avenue, or U.S Rte. 1, 3 miles east of Richmond):
<b>City or County where proposed marker would be located:</b> If the marker is to be placed in a town or city, please see the appendix to this application form.
<b>Location of event being commemorated or site associated with topic, <i>if the marker will not be placed at the actual historic site.</i></b> If the two sites are different, please be sure to indicate each one on the map submitted as part of the application package.
<b>How far away (e.g., yards, miles) is the historic site from the proposed marker site</b> (if applicable)?
<b>Why can't the marker be placed at the historic site discussed in the marker</b> (if applicable)?
<b>Is the proposed marker associated with a “mitigation” agreement stemming from a federal 106 environmental review project?</b> If so, please provide details about who is involved with the project and the appropriate project codes.
<b>If you wish to have an unveiling/dedication ceremony, please provide a <u>proposed</u> date for the event.</b> The marker’s sponsor is responsible for organizing the ceremony; DHR will send a representative to the event when possible.

**Proposed Text for the Marker:** Please consult “Highway Marker Writing Style” above for guidance. It is often helpful to seek assistance from local and regional historical associations and governmental entities in researching and crafting the proposed text. Please remember that changes to the submitted text are likely to be made by DHR staff, the marker editorial committee, and/or members of the Board of Historic Resources so that the final text conforms to the marker program’s criteria and writing style. Examples of recently approved texts are available from DHR upon request.

In addition to submitting your proposed text in this application packet, please also send an email containing your text to Jennifer Loux at [Jennifer.Loux@dhr.virginia.gov](mailto:Jennifer.Loux@dhr.virginia.gov). This facilitates the creation of an electronic file for the application.



**Bibliographical Sources Consulted.** A minimum of three sources is required. DHR staff will need to verify the accuracy of all information presented on the marker. You can facilitate the review of your application by providing thorough documentation of each statement in your proposed text. Please photocopy and attach all source material. Below, please list all primary documents, books, and articles you have consulted. You may use an additional sheet if necessary.

**Source #1**

Author

---

Title

---

Publisher

---

Publisher's location

[City and State]

---

Date of publication

---

**Source #2**

Author

---

Title

---

Publisher

---

Publisher's location

[City and State]

---

Date of publication

---

**Source #3**

Author

---

Title

---

Publisher

---

Publisher's location

[City and State]

---

Date of publication

---

**Sponsor Information** (For more than one sponsor, please use a separate sheet. The foundry will send the bill for the marker to the address provided below.)

Organization: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip Code: \_\_\_\_\_

Email address: \_\_\_\_\_

Daytime telephone  
and area code: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

By signing this agreement you confirm that you have funding to pay for a state historical highway marker (\$1,630). In certain situations the sponsor could be responsible for expenses associated with installing a marker. The marker is and will remain the property of the Commonwealth of Virginia.

**• • Signature required for processing all applications. • •**

In the event of organization sponsorship, please provide the name and title of the appropriate contact person.

Contact Name: \_\_\_\_\_

Title: \_\_\_\_\_

Email address: \_\_\_\_\_

Daytime telephone  
and area code: \_\_\_\_\_

**Author's Information**

(If the author of the text is different from the sponsor, please provide that person's contact information here.)

Organization: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip Code: \_\_\_\_\_

Email address: \_\_\_\_\_

Daytime telephone  
and area code: \_\_\_\_\_

**NOTE:** If the marker text refers to a specific physical property, the Department of Historic Resources needs the property owner's information and signature prior to reviewing the proposal. Please provide the same below:

Owner (Mr., Mrs., Ms., Miss): \_\_\_\_\_

Firm: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip Code: \_\_\_\_\_

Email address: \_\_\_\_\_

Daytime telephone  
and area code: \_\_\_\_\_

Owner Signature \_\_\_\_\_

Date: \_\_\_\_\_

**Notification**

In the following space, please provide the contact information for the local County Administrator or City Manager.

Name  
(Mr., Mrs., Ms.,  
Miss., Dr., Hon.): \_\_\_\_\_

Position/Title: \_\_\_\_\_

Locality: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip Code: \_\_\_\_\_

Email address: \_\_\_\_\_

Daytime telephone  
and area code: \_\_\_\_\_

## Appendix to Application for a New Marker

VDOT is not involved with highway marker installation or maintenance in certain localities, which are listed below.

Except for localities marked with \*, which indicates that DHR has an existing agreement for marker installation, marker proposals for the following locations *must* be accompanied by a signed letter from the responsible locality stating that the locality agrees to have the marker on its public land, and that the locality agrees to install and maintain the marker. Proposals submitted without the letter will not be processed.

If you have questions, please contact Jennifer Loux at (804) 482-6089 or [Jennifer.Loux@dhr.virginia.gov](mailto:Jennifer.Loux@dhr.virginia.gov).

### Towns (for independent cities, see next section)

Abingdon	Covington	Marion	South Boston
Altavista	Culpeper	Narrows	South Hill
Ashland	Dumfries	Norton	Strasburg
Big Stone Gap	Elkton	Orange	Tazewell
Blacksburg	Farmville	Pearisburg	Vienna
Blackstone	Front Royal	Pulaski	Vinton
Bluefield	Galax	Purcellville	Warrenton
Bridgewater	Grottoes	Richlands	Wise
Chase City	Herndon	Rocky Mount	Woodstock
Christiansburg	Lebanon	Saltville	Wytheville
Clifton Forge	Luray	Smithfield	

### Cities

Alexandria	Fairfax	Manassas	Roanoke
Bedford	Falls Church	Manassas Park	Salem
Bristol	Franklin	Martinsville	Staunton
Buena Vista	Fredericksburg	Newport News	Suffolk
Charlottesville	Hampton*	Norfolk	Virginia Beach
Chesapeake	Harrisonburg	Petersburg*	Waynesboro
Chincoteague	Hopewell	Poquoson	Williamsburg
Colonial Heights	Leesburg	Portsmouth	Winchester
Danville	Lexington	Radford	
Emporia	Lynchburg*	Richmond*	

### Counties

Henrico County (secondary roads only; please call 804-482-6089 for further details)